

GENERAL MANAGER PLANNING AND DEVELOPMENT SERVICES

DISTINGUISHING FEATURES

The fundamental reason the General Manager of Planning and Development Services exists is to plan, direct and lead a team of professionals in the Planning and Development Services department. The position has overall accountability for the City's General Plan and ensuring all new development meets the highest quality standards. As General Manager, this position also includes oversight of strategic planning projects, environmental planning and design, current planning, customer services, building permits, construction plan review and inspections, and land survey services. The Planning and Development Services General Manager reports to the Assistant City Manager.

ESSENTIAL FUNCTIONS

Provides vision and leadership while directing the overall activities of programs in the Planning and Development Services Department.

Ensures that the City is planned and developed according to the community vision and policy direction that reflects Scottsdale's special lifestyle and character.

Establishes goals and objectives for the divisions within the department, manages resource needs, and communicates and manages organizational change.

Works in close cooperation with other City management and officials to further the objectives of the City and department.

Supports and represents City Council and management policies and practices to the public and other City employees.

Interprets and implements City policies and administrative regulations. Makes recommendations to the City Manager and formulates new policies in response to Council direction.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Management practices and procedures

Urban and city planning, urban design, architecture, civil or construction engineering as applied to municipal planning and development

Building and engineering plan review and inspection, site planning, subdivision and capital improvement programs

Quality growth management and general knowledge of annexations, zoning and long range and current planning

Service in both high growth and maturing communities where customer service, innovation and flexibility are stressed

Executive management skills including budget administration, media and public meeting management

Urban and suburban revitalization efforts and community-based strategic planning programs

Project management tracking and automated scheduling systems

Geographic Information Systems (GIS) and Computer Aided Design and Computer Aided

Mapping (CADD/CAM)
Various negotiation styles and techniques

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy

Effectively communicate verbally and in writing with all levels of City staff, Council, and public.

Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with widely diverse points of view

Prepare clear and concise reports using proper sentence construction and grammar.

Exercise excellent verbal, written, and interpersonal skills to develop, establish, evaluate, recommend, and implement departmental policies, goals, and objectives.

Comprehend and make inferences from written material and verbal and/or written instructions.

Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Education & Experience

A Bachelor's degree in urban planning, design, architecture, construction management, public/business administration, engineering or closely related field is required. A relevant Master's degree is desirable. Seven years of senior level leadership experience in a comparable, role in a high quality organization and community is required with a proven record of working effectively with elected leaders.

Special Requirement

Must possess and maintain a valid Arizona Driver's License with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified